

8 June 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM:

DDA Career Management Officer

SUBJECT: Senior Assignments

REFERENCES:

- A. Memorandum to DDA/CMO from DD/PA&E/OP, dtd 3 June 1981; Subject: SIS Assignments
- B. Memorandum to Directorate Heads from AD/Personnel, dtd 19 May 1981; Subject: Senior Assignments
- C. SIS Notice No. 7, dtd 13 May 1981
- D. Memorandum to D/OP from DCI, dtd 1 May 1981; Subject: Senior Intelligence Service

1. As stated in Reference D, all assignments of personnel in the Senior Intelligence Service will be reviewed and approved by the DCI or DDCI. Normally, the DCI will approve all Deputy Director and Associate Deputy Director assignments. The DDCI will approve assignments for SIS personnel below that level. Per Reference A, the assignments of non-SIS personnel to SIS-level positions will also require the approval of the DDCI.

2. Recommendations for assignments will be forwarded to the DCI/DDCI via the DDA/CMO, the DDA for concurrence, and the Director of Personnel. The recommendations should be short; and, as outlined in Reference B, the following four points should be covered:

SUBJECT: Senior Assignments

- a. the reason for the assignment (i.e., prior incumbent reassigned, new position, etc.);
- b. why the nominee was selected over other candidates;
- c. how the assignment contributes to office needs; and,
- d. relationship of the assignment to the nominee's career development needs.

A completed Personnel Action (Form 1152), a copy of the Biographic Profile, and a copy of the most recent Performance Appraisal Report are to accompany each recommendation.



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3 June 1981

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MEMORANDUM FOR: Chief, Career Management Staff/DDA  
FROM :   
Deputy Director for Policy, Analysis  
and Evaluation/OP  
SUBJECT : SIS Assignments  
REFERENCE : Memo to Agency Deputy Directors from Acting  
Director of Personnel dtd 19 May 1981,  
Same Subject

This memorandum confirms our conversation of 28 May and 2 June regarding assignments to SIS positions. The DDCI wishes to approve assignments to SIS positions as well as assignments of SIS personnel. Thus, the procedures outlined in the reference will be followed when proposing the assignment of non-SIS personnel to positions classified at the SIS level.



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19 MAY 1981

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Director, Intelligence Community Staff  
Chairman, E Career Service

STAT FROM :   
Acting Director of Personnel

SUBJECT : Senior Assignments

REFERENCE : Memorandum to D/OP fm DCI dtd 1 May 1981,  
Subj: Senior Intelligence Service

1. As approved in the reference all assignments of personnel in the Senior Intelligence Service will be reviewed and approved by the DCI or DDCI. Normally, the DCI will approve all Deputy Director and Associate Deputy Director assignments. The DDCI will approve assignments for SIS personnel below that level.

2. Recommendation for assignments will be forwarded to the DCI/DDCI via the Director of Personnel who will verify compliance with approved policy, criteria, and procedural guidelines. Recommendations should be short and cover the following four points:

- ° the reason for the assignment (i.e. prior incumbent reassigned, new position, etc.);
- ° why the nominee was selected over other candidates;
- ° how the assignment contributes to office needs; and,
- ° relationship of the assignment to the nominee's career development needs.

A completed Personnel Action (Form 1152), a copy of the Biographic Profile, and a copy of the most recent Performance Appraisal Report are to accompany the recommendation.



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This Notice is Current Until Rescinded

SIS NOTICE NO. 7

13 May 1981

1. PROMOTIONS AND ASSIGNMENTS

As the Senior Intelligence Service comprises an Agencywide talent bank of senior managers and specialists, the DCI believes it important to ensure that all promotions to the SIS and assignments within the SIS are considered in the context of overall Agency as well as directorate needs. Accordingly, as in the past, directorate recommendations for promotion to and within the Senior Intelligence Service will be submitted to the DCI/DDCI for final decision. Additionally, henceforth all assignments of personnel in the Senior Intelligence Service will be reviewed and approved by the DCI or DDCI. Normally, the DCI will approve all Deputy Director and Associate Deputy Director assignments, as well as promotions to SIS-4, 5, and 6. The DDCI will approve promotions and assignments for SIS personnel below that level.

Recommendations for promotions and assignments will be forwarded to the DCI/DDCI via the Director of Personnel who will verify compliance with approved policy, criteria, and procedural guidelines.

2. SENIOR OFFICER DEVELOPMENT PROGRAM

The Senior Officer Development Program as structured and approved on 6 May 1980 will be continued.



Admiral, U.S. Navy  
Deputy Director of Central Intelligence

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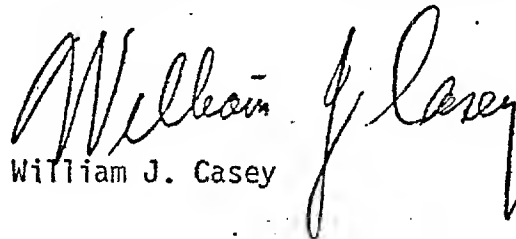
81-1047/1

D/DEPT  
CC-5062

1 MAY 1981

MEMORANDUM FOR: Director of Personnel Policy, Planning, and Management  
FROM : Director of Central Intelligence  
SUBJECT : Senior Intelligence Service

Admiral Inman separately has approved your recommendation that the Senior Officer Development Program be continued. Because the Senior Intelligence Service comprises an Agency-wide talent bank of senior managers and specialists, I believe it is important to ensure that promotion to the SIS and assignments within the SIS are considered in the context of overall Agency as well as directorate needs. Accordingly, as in the past, directorate recommendations for promotion to the Senior Intelligence Service will be forwarded to the DCI/DDCI for final decision. Additionally, henceforth all assignments of personnel in the Senior Intelligence Service will be reviewed and approved by the DCI or DDCI. Normally I will approve all Deputy Director and Associate Deputy Director assignments, as well as promotions to SIS-4, 5 and 6. The DDCI will approve promotions and assignments for SIS personnel below that level.

  
William J. Casey

cc: DDA  
DDNFA  
DDO  
DDS&T

<b>TRANSMITTAL SLIP</b>		DATE .. 8/81
TO: D/ODP		ODP # 81-732
ROOM NO. 2D-00	BUILDING Hqs.	
REMARKS:		
<p><i>ED (1)</i>      <i>Copy to:</i></p> <p><i>HD (1)</i>      <i>RE/AS</i> } <i>done</i></p> <p>                 <i>DD/A</i> } <i>6/10</i></p> <p>                 <i>DD/P</i> } <i>(9)</i></p> <p>                 <i>C/SPS</i></p>		
FROM: DDA/CMO		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)